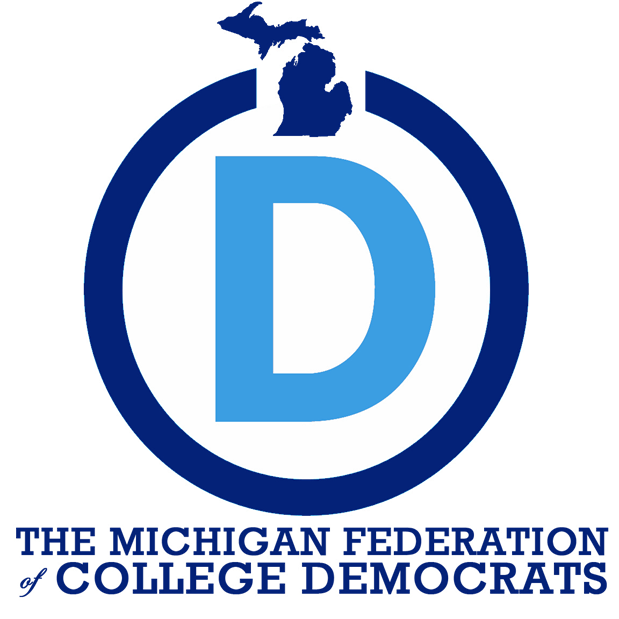
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**Michigan Federation of College Democrats Constitution**

***Drafted 8th of October, 2022***

***Approved [DATE]***

We, the College Democrats of the State of Michigan, in order to unify the youth voice and advocate on behalf of students in our state and across the nation, hereby establish this Constitution.

**ARTICLE I. NAME**

**Section 1.**

The name of this organization shall be the “Michigan Federation of College Democrats,” hereinafter referred to in the document as MFCD.

**ARTICLE II. PURPOSE**

**Section 1.**

The MFCD, as the chartered arm of the College Democrats of America, pledges to support the philosophy and purpose of the College Democrats of America.

**Section 2.**

The MFCD, as the college caucus of the Michigan Democratic Party, pledges to adhere to party rules. All rules and bylaws of the MFCD shall be consistent with the Rules of the Michigan Democratic Party and shall be available upon request to any member of the MFCD.

**Section 3.**

The MFCD shall serve as an advocacy group and collective voice for the students of the State of Michigan and shall work to expand the presence of the Democratic Party on college campuses across the state through coordinated campaigns and initiatives.

**Section 4.**

The MFCD may propose, endorse, and/or comment on those candidates, ballot initiatives, measures, or actions impacting the students of the State of Michigan. Motions concerning these matters shall be addressed using the voting process outlined in Article V of this Constitution.

**ARTICLE III. MEMBERSHIP**

**Section 1.**

Membership shall be open to all active members of a chartered chapter of MFCD.

**Section 2.**

An Executive Board shall be elected by the membership as enumerated in Article IV of this Constitution.

**Section 3.**

In order to maintain accurate records and credential members for any voting procedure, the MFCD shall implement a chartering process. This process shall be used purely for record-keeping purposes and shall not be used to exclude individuals or groups from MFCD.

Any student at an accredited Michigan college or university may request a chartering application from the Executive Board. The Membership Director shall be responsible for maintaining a chartering application that shall be available upon request to the general public. Any chartering application created by the Membership Director shall include the name of the organization, the mission of the organization, short-term and long-­term goals for the organization, and a roster of student leadership.

In order for individual chapters and chapter members to be eligible for any voting procedure, a chartering application shall be submitted at least 30 days prior to the general membership meeting in question.

Chapters have the right to revoke their charter with MFCD by way of a chapter e-board vote. In doing so, the chapter voluntarily forfeits its membership rights.

A chapter can rejoin at any time by simply doing the application process again.

**Article IV. EXECUTIVE BOARD**

**Section 1.**

**Members of the Executive Board**

The Executive Board shall be comprised of the following positions: President, Vice President, Treasurer, Communications Director, Secretary, Programs Director, Membership Director, Regional Directors, Political Director, and Chief of Staff.

**Section 2.**

**Elections**

Elections shall be held annually in conjunction with the MFCD spring convention.

Should the MFCD fail to hold a spring convention, elections shall be held at the most immediate Michigan Democratic Party convention.

The MFCD chapters present shall elect a temporary convention chair to oversee the election of the MFCD officers.

In order to vote in an MFCD election, a chapter must be accredited by the Secretary at least fourteen (14) days prior to the election.

An accredited chapter shall be allowed to cast their vote through absentee ballot, which must be submitted 12 Hours before the election, or through a designated proxy member of that chapter via the president of the chartered chapter

Candidates for office must file an Intent to Run Statement to the Secretary at least fourteen (14) days prior to the election.

Should the Secretary intend to run in the election, the aforementioned duties will be reassigned to a member of the executive board who will be graduating at the end of the semester in which the election is held who is approved by a simple majority (50% +1) of the executive board.

Nominations from the floor shall only be permitted for positions in which there is no candidate who has filed unless a ⅔ vote is cast by accredited chapters present to allow floor nominations.

Candidates and members of the Executive Board must be a member of their respective chapter to be eligible to seek office.

Each accredited chapter shall be allocated three (3) votes for each office.

A simple majority of votes cast by accredited chapters shall be required for election to an Executive Board office.

If a candidate does not receive a majority of votes, a runoff election shall occur between the two candidates receiving the most votes immediately following the first election.

Elections for office shall be in the following order:

* President
* Vice President
* Treasurer
* Communications Director
* Secretary
* Programs Director
* Membership Director
* Political Director

Upon the adjournment of the election proceedings, the newly elected members of the Executive Board shall have their terms begin.

**Section 3.**

**President**

The President shall:

* serve as the principal representative of MFCD.
* serve as the chair of the Executive Board and the general membership.
* serve as an ex officio member of all subsidiary bodies of MFCD.
* appoint any members to the Executive Board with a majority approval from the Executive Board.
* carry out mandates, policies, and directives of the Executive Board and general membership.

**Section 4.**

**Vice President**

The Vice President shall:

* assist in determining the goals and direction of MFCD.
* assist the President in the administration of MFCD.
* serve as an ex-officio member of all subsidiary bodies of MFCD.
* assume the duties of President in the event of, death, resignation, or removal from office.
* take on projects of their choosing with the consent of the President.

**Section 5.**

**Treasurer**

The Treasurer shall:

* assist in determining the goals and direction of MFCD.
* create and maintain a budget of MFCD funds.
* maintain and report regularly on the finances of MFCD including reports on every contribution, every expenditure, and Cash on Hand at every Executive Board meeting.
* be responsible for the implementation of the fundraising goals of the MFCD as set by the Executive Board.
* take on projects of their choosing with the consent of the President.

**Section 6.**

**Communications Director**

The Communications Director shall:

* assist in determining the goals and direction of MFCD.
* be responsible for the implementation of the communication goals of MFCD.
* serve as the MFCD liaison to media.
* maintain the MFCD web presence.
* manage all social media accounts pertaining to MFCD.
* appoint with the consent of the Executive Board a communications team and subsequent Deputy Communication Directors.
* manage any additional external communication for MFCD.
* take on projects of their choosing with the consent of the President.

**Section 7.**

**Secretary**

The Secretary shall:

* assist in determining the goals and direction of MFCD.
* prepare and publish meeting minutes of all Executive Board and general membership meetings.
* maintain all records of MFCD including chartering applications and any forms completed by chapters.
* assist the President in the preparation of agendas for MFCD meetings.
* act as a parliamentarian for MFCD meetings.
* oversee the Constitution to ensure continuity and its biannual review.
* create and publish a monthly newsletter for the general membership.
* manage any internal communication for MFCD.
* take on projects of their choosing with the consent of the President.

**Section 8.**

**Programs Director**

The Programs Director shall:

* assist in determining the goals and direction of MFCD.
* coordinate and execute the planning of all conferences, conventions, and retreats of MFCD.
* assist chapters in coordinating events.
* be responsible for the implementation of the programming goals of MFCD as set by the Executive Board.
* shall appoint with the consent of the Executive Board a planning committee for statewide events and also chair the committee.
* take on projects of their choosing with the consent of the President.

**Section 9.**

**Membership Director**

The Membership Director shall:

* assist in determining the goals and direction of MFCD.
* be responsible for the implementation of the membership goals as set by the Executive Board.
* determine the chapters in each region pertaining to Regional Directors within two (2) weeks following the election with the approval of the Executive Board.
* oversee all Regional Directors.
* take on projects of their choosing with the consent of the President.

**Section 11.**

**Political Director**

The Political Director shall:

* assist in determining the goals and direction of MFCD.
* be responsible for the development and implementation of the political and legislative goals and priorities of MFCD.
* identify issues on the state and local levels that affect college students and organize any efforts to affect those issues.
* act as a liaison between MFCD and the political campaigns that are endorsed by MFCD and organizing any campaign activities on behalf of MFCD to such campaigns.
* monitor all races relevant to college students on the local, state and federal level and make regular reports to the Executive Board.
* advise members of the general membership on opportunities to become involved in the political and legislative process.
* act as liaison to other progressive political action organizations under the direction of the President.
* take on projects of their choosing with the consent of the President.

**Section 10.**

**Regional Directors**

The Regional Directors shall:

* assist in determining the goals and direction of MFCD.
* oversee all chapters in their region as prescribed by the Membership Director.
* maintain regular contact with each chapter in their region.
* assist all chapters in their region in their endeavors.
* serve as an ex-officio member of the planning committee under the Programs Director.
* relay information from the Executive Board to the chapters in their region.
* take on projects of their choosing with the consent of the President.
* be appointed by the President and confirmed by a simple majority (50% +1) chapters in the region.
* be a voting member of the Executive Board

**Section 12.**

**Chief of Staff**

The Chief of Staff shall:

* be appointed by the President and confirmed by the Executive Board.
* assist in determining the goals and direction of MFCD.
* assist the President in their duties as pertaining to internal management of MFCD.
* coordinate meeting times of the MFCD Executive Board.
* assist the President and Secretary in the preparation of the agenda for MFCD meetings.
* take on projects of their choosing with the consent of the President.

**Section 13.**

**Appointed Positions/Committees for Executive Board**

People for the positions may be nominated by any member of the executive board, and confirmed with the president's consent. Nominees will then be confirmed by a simple majority.

Nominations are open to anyone in the general membership.

Anyone can serve one one or more of the committees/positions

No limit to number of people on a committee

Each Committee can have 1 deputy director to serve under the chair(s) to direct and lead the committee.

**Section 14.**

**Removal from Office**

Cause for removal shall be defined as malfeasance, misfeasance, or nonfeasance of assigned duties, being convicted of a felony, or upon other grounds found by the Executive Board to constitute sufficient cause.

To initiate the removal process, the following must occur:

Any Executive Board member may charge the officer with the reasons for their removal during a meeting of the Executive Board,

The officer in question shall be offered the opportunity to defend themselves in front of the Executive Board,

The Executive Board shall vote on the motion to forward it on to the general membership with a simple majority vote deciding if the recommendation is made,

The Secretary shall schedule a general membership meeting via person or video conference call to address any recommendation for removal,

Should the Secretary be the officer in question, the President shall manage the removal proceeding.

A two thirds supermajority of the chartered chapters is required to remove the officer.

If a chapter(s) is not active or non responsive within 2 weeks then proceedings may go on without them, and they will be excluded from being added to the total chapter count

Should the officer be removed, the office shall be declared vacant and the position will be filled accordingly.

**Section 15.**

**Vacancies**

A vacancy shall be declared if a member of the Executive Board dies, resigns, or is removed from office.

The President shall have the authority to fill any vacancy by appointing a nominee from the general membership and must do so within two (2) weeks of the vacancy being declared.

The Executive Board shall be required to vote to approve the nominee by a simple majority vote within two (2) weeks of the appointment by the President.

**ARTICLE V. MEETINGS AND PROCEDURES**

**Section 1.**

The MFCD shall convene at least two general membership meetings each academic year. Notification shall be sent by the Secretary to the Presidents of the chartered chapters at least 30 days prior to the general membership meeting.

**Section 2.**

No less than a simple majority quorum of the chartered chapters shall be present in order for the MFCD to conduct business.

**Section 3.**

During meetings of the general membership each chartered chapter shall receive one vote for each motion (with the exceptions of elections as outlined in Article IV). The President of each chartered chapter or his or her designee shall cast the vote for his or her chapter.

**ARTICLE VI. PARLIAMENTARY PROCEDURE**

**Section 1.**

The most recent edition of Robert’s Rules of Order (RONR) shall govern all issues not expressly addressed in this document or additional rules adopted by the MFCD.

**ARTICLE VII. AMENDMENTS AND CONSTITUTIONAL REVIEW**

**Section 1.**

Amendments to this Constitution shall be proposed by any member of the general membership.

**Section 2.**

Amendments must be presented to the Secretary of the MFCD prior to their presentation on the floor of any general membership meeting.

**Section 3.**

Motions concerning Amendments to this Constitution shall be addressed using the voting process outlined in Article V of this Constitution. Proposed Amendments shall become valid and supersede this Constitution upon approval by a two-thirds supermajority of those chartered chapters voting at a general membership meeting.

**Section 4.**

This Constitution shall be reviewed biannually or at the behest of the general membership.

**ARTICLE VIII. CODE OF CONDUCT**

The Michigan Federation of College Democrats (MFCD) strives to be an organization where all College Democrats can work to advance the ideals of the Democratic Party without fear, intimidation, discrimination, or harassment. We recognize that while we’re a party that champions the rights of women, minorities, and LGBTQ+ people, we oftentimes fall short of giving historically disenfranchised people seats at the table. It’s on us to ensure that MFCD is an organization that is inclusive, equitable, intersectional, and without tolerance of discrimination and harassment.

To this end, we establish this code of conduct to be clear on the actions that we will not tolerate and outline how we will hold people accountable for choices that make our organization less inclusive and equitable.

**Section 1.**

**Conduct Policy**

At MFCD, we do not tolerate:

Sexual Harassment and Misconduct: Any form of non consensual sexual activity, unwanted sexual advances, unwanted visuals or exposure, or verbal and physical harassment that demean, shame, or pressure another individual into a sexual action.

Discrimination: treating people in a prejudiced way based on their actual or perceived race, color, creed, sex, age, national origin, socioeconomic status, religion or lack thereof, ethnicity, ancestry, marital status, health status including HIV status, sexual orientation, gender identity, appearance, or ability.

Bullying: actions, either physical or verbal, that are intended to threaten, intimidate, demean, or embarrass any person. This may include, but is not limited to: name calling, threat to cause physical or social harm, starting and spreading rumors, or embarrassing someone in public.

**Section 2.**

**Reporting, Investigation, and Conclusion**

* Reporting:

Any alleged breach of this conduct policy shall be reported in writing to the President of MFCD within 30 days of the incident with the exception of sexual assault which has no time limitation. Allegations made against the President shall be reported in writing to the Vice President. If an individual doesn’t feel comfortable reporting these allegations to either the President or Vice President, an individual can report to another Executive Board member who will process the report. The President, Vice President, or other Executive Board Member receiving a report must refer the case to the established three-person investigative panel within 24 hours of receiving the report.

The President, Vice President, or other Executive Board member that receives the report must inform the defendant of the allegation against them. They must also ensure that both parties understand the process the report will go through and are comfortable with all three members of the panel.

Reports should include as much information as possible surrounding the incident, any evidence that exists, and the names of any witnesses.

IMPORTANT NOTE: This should not be misconstrued as a form of mandatory reporting. If the person reporting the incident doesn’t wish to undergo any part of this process, we will respect their wishes.

* Investigation:

The investigation shall be conducted by a three-person panel comprising of MFCD members that are unanimously appointed by the MFCD Executive Board at the beginning of each term.. The panel shall include three individuals including at least one person of color and at least one person who does not identify as male. If either the plaintiff or the defendant doesn’t feel comfortable with an individual on this panel, that individual must recuse themself and the President of MFCD shall appoint a temporary panelist that both sides can agree on.

Within one week of receiving the case, the three-person panel must investigate the allegations, interview all witnesses brought forth by the plaintiff and defendant, determine the validity of the allegation, and submit a detailed report with recommendations on corrective action to the MFCD Executive Board. Throughout this process, the panel must speak either over the phone or over video call at least once to go over the findings and vote on the report and recommendations. The panel must be unanimous in its agreement with the report and recommendations on corrective action.

* Conclusion:

Upon receiving the report, the MFCD Executive Board must put the item on the agenda of their next meeting where a ⅔ vote must be taken to accept the panels report, confirm their recommendations, or amend the report and recommendations in any way.

If wrongdoing is found by the panel and confirmed by the Executive Board, corrective action may include, but is not limited to:

Personal Reconciliation: The defendant apologizing and acknowledging the error in their ways and committing to not do the action again.

Suspension: from either their specific position (or from holding a position altogether) in MFCD and/or all MFCD activities for an established period of time.

Expulsion: a permanent removal from either their specific position (or holding a position altogether) in MFCD and/or all MFCD activities.

\* Note: a violation of the terms of this corrective action shall be reported so the violation can be investigated by the aforementioned panel and additional corrective action may be applied.